

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

October 8 - [City Council Meeting Agendas](#)

## Looking Ahead

Tuesday, October 1: Planning Commission Work Session

Thursday, October 3: Board of Architectural Review; Old Town Advancement Commission meetings

Monday, October 7: Second half Personal Property taxes due

Wednesday, October 9: Board of Zoning Appeals meeting

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- **WATCH!** [publiCITY](#) news show - Handley Library (9/25)
- **LISTEN!** [Rouss Review](#) podcast - Workforce & Careers (9/26)



Barry Lee and the Communications Team searched and searched downtown to find someone...anyone who could pronounce the formal name of Winchester's 275th anniversary. Can you say bicenterquasquigenary? [Watch](#)

## City Manager's Takeaways

Met with Schools and Police to discuss development of a memorandum of understanding to formalize the responsibilities of the City's school resource officers.

Working with the City's Financial Advisors, completed the sell of the City's Series 2019 in the amount of \$16,900,000. There were eight bidders, with the lowest rate bid coming in at 2.32%. The funds will be used for schools and city infrastructure projects. Final closing will occur in early October.



# Public Safety

## Winchester Police

- Held Use of Force, SWAT, Crisis Intervention, and Virginia Criminal Information Network trainings.
- Attended FBI, Coalition Board, Prevention subcommittee, and Gang Informational meetings.
- Delivered public education presentations at the Winchester Day Nursery and Fremont Street Nursery.
- Held the final Junior Academy session of 2019. Over 60 children participated in the program this year.
- Checked on drug court participants.
- Hosted a table at the Worlds of Work! Career Expo.
- Began working on a scam awareness campaign for seniors.
- Crime stats:
  - Crimes against persons (felony) - 7
  - Crimes against persons (misdemeanor) - 17
  - Burglaries (residential) - 6
  - Burglaries (commercial) - 0
  - Property crimes: 21

## Winchester Fire and Rescue

- 12 candidates passed the required entrance testing for the open firefighter positions. Interviews will be held on October 9.
- Met with Rappahannock Electric and Lantz Construction regarding electrical needs at the training center.
- Worked with Frederick County building inspections on plan clarifications for new burn building.
- Conducted Hands Only CPR at Continental Safety Day Fair.
- Assisted setting up for Worlds of Work.
- Attended the Risk and Safety committee meeting for the City.
- Conducted Field Training Officer class for one new mentor.
- Prepared burn cell for Shenandoah University dorm fire safety presentation.
- Attended meeting at Winchester Medical Center for a temporary certificate of occupancy.

Police Activity	#
Calls for Service	965
Crash Reports	9
DUI/DWI	3
Alarms/False Alarms	26/26
Directed Patrols	63
Directed Patrols (OTW)	0
Extra Patrols	109
Extra Patrols (OTW)	4
Traffic Citations	50
Traffic Warnings	49
BWC requests	-
Special Events Permits Received/ Approved	1/2 66 rec'd YTD

Fire Activity	Fire Activity
Fire	8
Overpressure	0
EMS/Rescue	111
Hazardous Cond.	5
Service Call	4
Mutual Aid Given	9
Good Intent	8
False Alarms	4
Special Incident	0
Plan Review	2
Inspections	5
Reinspections	12
Consultations	-

## **Emergency Management**

- Attended Search and Rescue Training with Frederick County Sheriff Department and other agencies at Camp Rock Enon.
- Attended Safety Committee organizational meeting.
- Presented Emergency Management functions at Snow Team Training sessions.
- Conducted safety and security surveys at the Parks and Recreation buildings, Timbrook Public Safety Center, and Social Services building.
- Worked with Motorola Support Team to resolve radio channel issues.
- Worked on the Command Bus for functional deployment capabilities.

## **Development Services**

### **Economic and Workforce Development**

- Held Business Retention/Expansion meeting with one Winchester business.
- Attended the Valley Tech Conference in Harrisonburg.
- Worked with regional partners on the setup of the Worlds of Work! event and staffed and exhibit.
- Participated in follow-up call with DCI Consulting to discuss next steps for regional talent study.
- Hosted two site consultants and Virginia Economic Development Partnership staff for a familiarization tour of Winchester.
- Continued working with development partners associated with Towers and Kent/Piccadilly sites.

### **Arts and Vitality & Old Town**

- Met with Old Town Advancement Commission (OTAC) chair to discuss committees and task force makeup.
- Held OTAC Design Committee meeting.
- Finalized October OTW newsletter.
- Assisted with development/production for Communications Department's Crosswalk Safety video shoot.
- Created announcement and promotions of the first Shakespeare at the Taylor public theatre event.
- Finalized Old Town Farmers Market - Holiday Market application and guidelines.
- Continued Holly Jolly Celebration planning with Special Events Coordinator.
- Reviewed and prepared changes to OTAC bylaws for review.
- Assisted with Worlds of Work event.
- Assisted 21 tourists and 8 locals at the Welcome Center.

## Planning

- Staffed the September 24 Council meeting where the Zoning Text Amendment for special signage such as scoreboards was adopted. Also staffed the September 24 Council Work Session where the Rezoning from HR-1 to B-1 for the land near the National Avenue Roundabout was presented. Council forwarded the request recommending the scaled-back rezoning (Alternative B) which leaves HR-1 zoning in place closest to E. Fairfax Lane near where adjoining residents expressed concerns about the rezoning.
- Prepared and electronically distributed the Planning Commission agenda packet for the October 1 work session and the October 15 regular meeting. No public hearings are scheduled for October. Instead, the Commission will focus on update of the Comprehensive Plan.
- Prepared and electronically distributed the agenda packet for the October 3 Board of Architectural Review meeting.
- Recorded a Winchester 101 podcast segment, this time focusing on Winchester's industrial heritage.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

## Winchester/Frederick County Tourism

- Hosted the [BCF Creative](#) team for the kick-off meeting and then beginning of their immersion process. This firm won the bid to create Tourism's new multi-platform ad campaign. The kick-off meeting included a deep dive into existing research and data, strategic plan, and the upcoming process. The immersion involved visiting and experiencing as much of the City/County area as possible in two days.
- Attended the Mid Atlantic Tourism Public Relations Alliance (MATPRA) Marketplace. Fostered a good number of new relationships with travel writers and bloggers, and continued to pitch the Winchester area to writers we already know. A number of first and return trips were arranged for a variety of different topics/focuses.
- Staffed the [Worlds of Work](#) hospitality and tourism table for the entire day on Friday.

## Zoning and Inspections

- Completed:
  - 111 building permit inspections and issued 136 building/trades permits (\$415,034 valuation)
    - Significant projects:
      - 2340 Legge Boulevard - bathroom refresh (\$110,000)
    - 140 code enforcement inspections and initiated 64 new cases
    - 1 new business reviews (1 Certificate of Business, 0 Certificates of Home Business)
  - Removed 9 signs from the public right of way (YTD=247).
  - Attended the annual Virginia Association of Zoning Officials (VAZO) Fall Education and Training conference.
  - Attended OSHA training.
  - Awarded the 2019 Department of Housing and Community Development Building Safety Month Campaign Contest for their activities aimed at helping to make Winchester a safe place to work and live. DHCD noted that there were many strong entries this year but Winchester's campaign deserved the top award.

Permit #	Type	Address	Description	Value
19 00002049	PLBG	1312 S KENT ST	NEW FIXTURES	\$6,000
19 00002043	PLBG	1318 S KENT ST	NEW FIXTURES	\$6,000
19 00002050	PLBG	1314 S KENT ST	NEW FIXTURES	\$6,000
19 00003272	SIGN	1850 APPLE BLOSSOM DR F-121	2 AWNINGS W/ LOGOS	\$1,000
19 00003367	POOL	947 BUCKNER DR	NEW INGROUND POOL	\$60,000
19 00002048	PLBG	1310 S KENT ST	NEW FIXTURES	\$6,000
19 00002051	PLBG	1316 S KENT ST	NEW FIXTURES	\$6,000
19 00003272	BLDG	1850 APPLE BLOSSOM DR F-121	INSTALL CANOPY & 2 AWNINGS	\$5,000
	PLBG	VARIOUS	110 EXPANSION TANKS	\$200 EACH
19 00003381	MECH	16 S BRADDOCK ST	NEW HEAT PUMP	\$4,600
19 00001887	NRRM	2340 LEGGE BLVD	BATHROOM REFRESH	\$110,000
19 00002766	CHNG	2218 WILSON BLVD	RETAIL TO MASSAGE SPA	\$0
19 00002766	PLBG	2218 WILSON BLVD	NEW SHOWER	\$0
19 00002181	MECH	426 W CLIFFORD ST	REPLACE FURNACE	\$15,500
19 00001887	PLBG	2340 LEGGE BLVD	BATHROOM REFRESH	\$40,000
19 00003490	AMUS	1001 E CORK ST	1 INFLATABLE	\$100
19 00003204	RREM	1401 RAMSEUR LN	REMODEL MB ON 1ST FLOOR	\$6,000
19 00003493	NGAS	64 RIFLEMEN LN	REPLACE A/C & GAS FURNACE	\$0
19 00003395	NRRM	1944 VALLEY AVE	BATHROOM ALTERATION	\$49,000
19 00000666	ELEC	5 WEEMS LN	REMODEL	\$50,000
19 00003375	ELEC	305 E BOSCAWEN ST	REPLACE PANEL	\$6,000
19 00003275	MECH	810 CHELSEA DR	REPLACEMENT AIR COND/ FURNACE	\$13,900
19 00003279	SIGN	141 W BOSCAWEN ST	1 BLDG. MOUNTED SIGN/ PROJECTIN	\$984
19 00003376	ELEC	325 WEEMS LN	ADD LTS SW & RECPS	\$850
19 00002739	ELEC	212 S WASHINGTON ST	REMODEL	\$0
19 00003522	NGAS	331 N PLEASANT VALLEY RD	REPLACEMENT FURNACE	\$50
19 00003523	NGAS	323 N PLEASANT VALLEY RD	REPLACEMENT FURNACE	\$50
<b>Total: 136</b>				<b>\$415,034</b>

## Public Services

- Completed the concrete base of the new water storage tank at the end of Strothers Lane.
- Replaced the sanitary sewer main was replaced between Piccadilly and Fairfax as part of the N. Cameron drainage improvements project.
- Worked on finalizing the applications to VDOT for Revenue Sharing funds and Transportation Alternative funds that were approved by City Council at their September 24 meeting.
- Advertised three projects for construction bids: Museum of the Shenandoah Valley trails, Green Circle Trail - Phase III, and Wentworth Drive improvements.
- Due to the numerous questions received from interested contractors and the complexity of the project, the due date for submitting bids for the new maintenance facility at City Yards has been extended to October 15.
- Hand-delivered a brochure detailing the Boscawen Street Improvement Project proposed options and upcoming public input sessions to downtown merchants.

### Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	0	364
Water meters replaced (number)	25	1,779
Sanitary sewer mains replaced/lined (linear feet)	0	4,791
Sanitary sewer laterals replaced (number)	0	96
Sanitary manholes replaced (number)	0	35
Sidewalks replaced (linear feet)	505	25,486
Sidewalks repaired (linear feet)	3,655	100,099

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	2.36	8.58	Lane miles
	Potholes repaired	0	188	#
	Mowing	0	350.57	Acres
	Miles of streets swept	49.50	2,014.30	Miles
	Tons of leaves hauled	0	32.80	Tons

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Trees	Dead/diseased trees removed	6	138	#
	Trees trimmed	8	438	#
	Stumps removed	6	178	#
Traffic	Street signs Installed/replaced	7	305	#
	Pavement markings repainted (City)	0	9,399	Linear feet
	Pavement markings repainted (contractor)	1,967	586,461	Linear feet
Refuse & Recycling	Refuse collected	125.82	4,819.79	Tons
	Recycling collected	39.57	1,857.83	Tons
	Large item pickups	6	164	#
Transit	Total passengers	2,698	100,556	#
	Revenue miles pick up/drop off	3,811	143,041	Miles
	Revenue hours pick up/drop off	356.28	13,111.39	Hours
Utility billing	Payments processed	1,038	52,755	#
	New bills mailed out	0	53,095	#
	Water services turned off (non-payment)	23	393	#
Water treatment plant	Average daily water demand	6.60	6.29	Million gallons/
	Peak daily water demand	7.20	7.57	day
Wastewater treatment plant	Average daily flow treated	5.79	8.52	Million gallons/
	Peak daily flow treated	6.06	20.04	day
Water distribution and wastewater collection	Water main breaks repaired	0	11	#
	Water meters read	1,292	58,384	#
	Fire hydrants flushed	42	1,315	#
	Sewer mains cleaned	2,500	119,873	Linear feet
	After-hours call outs	4	195	#
Engineering	Site plans reviewed	6	91	#
	Floodplain permits issued	1	88	#
	Utility as-builts reviewed	0	9	#
	Right-of-way permits issued	5	149	#
	Land disturbance permits issued	0	10	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	26	1,645	#
	Erosion and sediment notices to comply	0	20	#
Facilities Maintenance	Work requests completed	27	786	#
	Special events assistance	2	41	#
	Maintenance of pedestrian mall	34	1,252	Staff hours
Equipment maintenance	Total repairs completed	70	3,177	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed	8	296	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	2	221	#
	Monthly rental cancellations	2	120	#
	Total monthly leases in all autoparks	0	1,147	#
	Available monthly spaces in all autoparks	0	265	#
	Hourly parkers (all four garages)	3,284	110,545	#
	Park-Mobile transactions	806	26,859	#
	Meter violations	212	7,761	#

## Parks & Recreation

- Attended bi-weekly Maintenance Facility update.
- Attended Advisory Board and Park Safety Committee meetings.
- Attended Worlds of Work! event.
- Conducted Safety Fair follow-up.
- Met with Winchester Baseball representatives.
- Attending Snow Team Training.
- Met with Handley Bike Club representative regarding refurbishing bike trail in Jim Barnett Park.

## Social Services

- Received 84 Benefit Program applications: 29 SNAP, 50 Medicaid, 3 TANF, 2 VIEW, 1 Child Care, 0 Auxiliary Grant, 1 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
  - 3,643 Medicaid cases
  - 1,566 SNAP cases
  - 65 TANF cases
  - 19 Auxiliary Grant cases
  - 54 individuals receive VIEW services
  - 58 families/126 children receive Child Care Subsidy Assistance.
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.



Weekly Activity	#
Clients walk-ins/drop-offs	161/79
Child Protective Service referrals	11
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	55
Entered/exited foster care	1/0
Adoption subsidy cases/adoptions finalized	56/0
Child Protective Service (CPS) case management load	44
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/1/162
CPS family assessments & investigations of alleged maltreatment	93
Family Service intakes	12
Adult Protective Service referrals	2
Adult services case management load	8
Adult guardianships/cases	2/75
Adult Protective Service investigations/intakes	9/8
Family Services Prevention case management load	7
Uniform Assessment Instrument screenings	1

# Communications

- Distributed the September 25, 2019 CitE-News issue. [Read](#)
- Handled 10 media requests for City information and staff interviews; 1 interview and 4 inquiries for WPD.
- Finished editing the Welcome to Winchester video that will play on NeoGov when prospective employees apply for a City position.
- Wrote/recorded/edited/released the 18th episode of the Rouss Review podcast that covers Workforce & Careers. [Listen](#)
- Released season 2 episode 8 of publiCITY that features the Handley Library. [Watch](#)
- Photographed/videoed the Worlds of Work event.
- Photographed/videoed Junior Academy 2019-3.
- Scheduled Manufacturing Week videos for release next week and added final info to the ArcGIS site.
- Finished editing and submitted two commercials that will play on Comcast during Manufacturing Week.
- Filmed humorous 275th anniversary video. [Watch](#)
- Released a video of an inspirational speech by retiring WPD Detective Craig Smith. [Watch](#)
- Designed an invitation for the Winchester Fire and Rescue's joint groundbreaking ceremony with Frederick County Fire & Rescue to celebrate the building of the new training center (10/16, 11:30 am).
- Added/updated slides and videos on the channel 6.
- Continued updating the City's website content.
- Boscawen Street Improvement Project:
  - Designed promotional/educational materials.
  - Continued promoting public input session dates: October 2, 3 & 4. [Details](#)
  - Mailed a second postcard reminder to downtown property owners.
  - Launched [online survey](#) on Open Town Hall portal. As of COB Friday, 159 responses have been received. Deadline is October 18.
- Continued planning for the upcoming production promoting Crosswalk Safety.
- Continued working on the FOIA charges proposal for Council's consideration.
- Met with Public Services and City Manager to continue refuse and recycling discussion.
- Took photos of Abrams Creek Wetlands Preserve for upcoming promotions.

311 Requests Received	#
FOIA	10
New Recycling Bin	2
Missed Trash/Recycling Collection	0
Trash on Property	0
City Tree Issue	0
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	1
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	1
Tall Grass	0
Water/Sewer Service	0
<a href="#">Citibot</a>	0
Total/YTD	14/425

Date	City Press Releases
9/24	Seeking public input for Boscawen Street improvement options - <a href="#">read</a>
9/24	Partners work together to preserve Abrams Creek Wetlands - <a href="#">read</a>

Date	Segments on WDVM
9/20	Winchester crowns Burgermeister ahead of Oktoberfest - <a href="#">watch</a>
9/23	Text to 911 goes live in Winchester - <a href="#">watch</a>
Date	Articles in <i>The Winchester Star</i>
9/21	Winchester implements Text to 911 service
	Winchester crowns its first Burgmeister
9/23	Foundation hopes to grow city's affordable housing
	Dinner in Old Town helps Sinclair Health Clinic
9/24	Winchester grand jury hands up indictments
9/25	Winchester school division seeks to improve minority recruiting
9/26	Zoning change for housing retail complex recommended
	Casting comfort (photo)
9/27	Longtime Winchester Circuit Court clerk retiring Monday
	Two 'amazing' events show Old Town spirit

## Support Services

### Innovation & Information Services

- Held conference call with vendor to discuss migration of Exchange email archiving to Office 365.
- Reviewed KnowBe4 training modules for next cybersecurity training campaign.
- Generated mailing addresses for Phase 14 water meter project.
- Attended NG911 Workshop.
- Continued editing our road centerline and address point data for NG911 deployment.
- Resolved migration issues with Tourism website.
- Completed migrations of Cameron, Loudoun, City Manager, Exhibit Hall Conference Rooms in O365.
- Had Kick-Off Meeting with SyCom for WAN Refresh.
- Created O365 migration book for tracking mailboxes and users.
- Met with inspectors regarding O365 migration.

Help Desk Requests	Count	Closed
Account Management	14	23
Applications	14	16
GIS	0	0
Hardware	13	18
Information Only	2	4
Infrastructure	2	4
No Action Required	6	6
Not Assigned	9	0
Procurement/Disposal	0	0
Reporting	0	0
Research	0	0
Total	60	71